



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #02/05**

January 11, 2005

TO: Department Directors  
FROM: Jeanne Greene, Director  
Department of Personnel  
SUBJECT: OPERATION HOURS SURVEY

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During the 2003 Legislative Session, NRS 281.110 was amended to allow for alternate operating hours "for the efficient transaction of business and convenience of the persons with whom business is transacted." For example, a rural office could have changed its working days from Monday through Friday to Tuesday through Saturday or office hours could have been adjusted from 8:00 a.m. to 5:00 p.m. to 10:00 a.m. to 7:00 p.m.

The Department of Personnel is now conducting a survey to determine the extent that this statute revision has been utilized so that we may report back to the 2005 Legislature. If your department has utilized these provisions, please respond to the attached survey.

Thank you for your assistance and should you have any questions regarding this issue, please do not hesitate to contact Shelley Blotter at (775) 684-0105 or Brenda Harvey at (775) 684-0139.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives

## LOCATION

- 1 Please identify the department and division, if applicable, where operating hours were changed.

Department (i.e. Administration, Human Resources)	Division (Budget, WIC Program)

2. Where is the office located: (Check one)

- ☐ Carson City                      ☐ Las Vegas                      ☐ Reno  
☐ Elko                                ☐ Ely                                ☐ Other, Please Specify

3. Major business of the operation: \_\_\_\_\_

4. What are the new days or hours of operation? \_\_\_\_\_

5. By checking the appropriate boxes (defined below) which of the factors were important/considered in your decision to change hours of operation?

1. Primary reason you chose to change hours
2. Very important
3. Somewhat important
4. Not very important
5. Not a consideration.

	1	2	3	4	5
Convenience of customers					
Efficient transaction of business					
Increased usage of facility					
Flexibility in scheduling employees					
Other:					

6. Please identify any problems you have encountered.

7. Other comments:

PLEASE COMPLETE AND RETURN THIS FORM BY JANUARY 31, 2005 TO:

DEPARTMENT OF PERSONNEL  
ATTENTION: BRENDA HARVEY  
209 E. MUSSER STREET, ROOM 101  
CARSON CITY, NV 89701-4204  
OR  
FAX TO: 775-684-0124